

The purpose of this data collection is to correct demographic student information submitted on the ISTEP+ exam for the 2004-2005 testing cycle. Only specific fields of these records can be updated at this time. This data could have been submitted incorrectly on the bar code label **OR** incorrectly bubbled in on the ISTEP+ exam. The data that can be updated at this time has a direct impact on AYP, Adequate Yearly Progress. Examinee demographic information for grades 3, 4, 5, 6, 7, 8, 9, and 10 can be corrected.

Instructions

A file with the information supplied by the testing service (CTB) can be downloaded from the Application Center under **Administration > Retrieve ISTEP Correction File**. Only users with Administrative permissions in the Application Center can download the data for the corporation. The file can be saved or opened in a spreadsheet. The file will be sorted by school number, grade, student last name, and student first name. The file is available only in a comma-delimited format (.CSV). The first time the file is retrieved you should immediately transfer the file under **>Data Transfer > File Transfer using ISTEP Corrections File Type**. Then **View Results** for the errors and warnings that we have found to exist in the data as reported on the exam.

Spreadsheet: If you choose to open the file in a spreadsheet to make corrections, the leading zero(s) for school, corp and STN number will not appear and will not be stored when entered. This is not an error; this is a result of the spreadsheet interpreting these fields as numbers. An error will not be produced when the file is uploaded therefore, you do not have to add the leading zero(s) back to these fields. When searching for STN numbers, perform the search without the leading zero(s).

The first seven (7) fields are used by the testing service to identify the exam and **cannot be updated or removed**. Corrections, if any, are to fields 8-18. It is **very important** that when corrections are made that the STN number and all related data are associated with fields 2-7, i.e., corporation number, school number, grade level, exam last name, exam first name, and exam birth. Corrections can be made to this file and then uploaded to the Application Center. The file can be downloaded again to retrieve the most current data after each upload. The data transfer results will report errors when the STN number is not found in the STN Lookup. Warnings for verification of STN Numbers will be reported on the data transfer results when the names associated with the STN number in the STN Lookup does not match the last and first names on the exam.

An input form will be available for making corrections and to also report **"No ISTEP Corrections"**.

The collection period will begin on **March 8, 2005** and last until **April 1, 2005**, which is the final date for submission. During this time you can make multiple submissions of this file to the Department of Education using the Application Center, check the processing results for errors and warning, and check the reports, when available, in the message center for accuracy.

ISTEP+ Corrections Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	EXAM ID	19	CTB Tracking/Exam identifier Required Field: Yes	This field CANNOT be UPDATED or REMOVED This field is associated with the data in fields 2-5
2	EXAM Corporation/Diocese Number	4	Required Field: YES	This field CANNOT be UPDATED or REMOVED
3	EXAM School Number	4	Required Field: YES	This field CANNOT be UPDATED or REMOVED
4	EXAM Grade Level	2	Required Field: Yes	This field CANNOT be UPDATED or REMOVED
5	EXAM Student Last Name	12	Only the first 12 characters of the student last name appear on the exam Required Field: YES	This field CANNOT be UPDATED or REMOVED
6	EXAM Student First Name	9	Only the first 9 characters of the student last name appear on the exam. Required Field: YES	This field CANNOT be UPDATED or REMOVED

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
7	EXAM Student Birth Date	6	This field Is for reference only to further Identify the student for correction. Required Field: Yes	This field CANNOT be UPDATED or REMOVED
8	Student Test Number (STN)	9	Student Test Number Required Field: Yes	Incorrect STN Numbers could have been used on the EXAM. Use the Official Student Test Number (STN) assigned to student. This STN Number must be associated with the data in fields 2-5. The leading zero(s) will not be kept when corrections are made in a spreadsheet. STN Numbers less than a length of 9 will be padded with leading zeroes when uploaded for processing. Warnings for verification of STN Numbers will be reported when the names associated with the STN number in the STN Lookup does not match the last and first names on the exam.
9	Gender	1	Allowable Codes Are: M = Male F = Female Required Field: YES	This field can be updated with information at the TIME OF THE EXAM
10	Ethnicity	1	Allowable Codes Are: 1 = American Indian 2 = Black (Not of Hispanic Origin) 3 = Asian or Pacific Islander 4 = Hispanic 5 = White (Not of Hispanic Origin) 6 = Multiracial Required Field: YES	This field can be updated with information at the TIME OF THE EXAM
11	Special Education Participant	1	Is this student officially considered to be participating in a Special Education Program? Allowable Codes Are: Y = Yes N = No Required Field: If an Exceptionality is provided then this is a required field	This field can be updated with information at the TIME OF THE EXAM i.e., does this student have an individualized education plan (IEP)?

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
12	Exceptionality	2	<p>Exceptionality area that best describes the special education student's primary eligibility classification.</p> <p>Allowable Codes Are:</p> <p>01 = Multiple Disabilities 02 = Orthopedic Impairment 03 = Visual Impairment 04 = Hearing Impairment 05 = Emotional Disability (Full Time) 06 = Emotional Disability (Other) 07 = Learning Disability 09 = Communication Disorder 10 = Mild Mental Disability 11 = Moderate Mental Disability 12 = Severe Mental Disability 14 = Deaf-blind 15 = Autism Spectrum Disorder 16 = Traumatic Brain Injury 17 = Other Health Impairment Blank or Space = Not Coded</p> <p>Required Field: If the student is flagged as a Special Education Participant then this is a required field.</p>	<p>This field can be updated with information at the TIME OF THE EXAM</p> <p>Note: On the Student Information Questionnaire Emotional Disability (Full Time) & Emotional Disability (Other) are combined into a single field called Emotional Disability (05 & 06). DOE will automatically convert all 06 values to the 05 value indicated on the Student Information Questionnaire.</p>
13	Section 504 Plan	1	<p>Is this student served by a Section 504 plan?</p> <p>Allowable Codes Are:</p> <p>Y = Yes N = No</p> <p>Required Field: NO</p>	This field can be updated with information at the TIME OF THE EXAM
14	Limited English Proficient (LEP, ESL, or ELL)	1	<p>Is this student identified as a Limited English Proficient (LEP) student?</p> <p>Allowable Codes Are:</p> <p>Y = Yes N = No</p> <p>Required Field: YES</p>	This field can be updated with information at the TIME OF THE EXAM
15	English/Language Arts Accommodations	1	<p>Allowable Codes Are:</p> <p>Y = Yes N = No Blank or Space = No</p> <p>Required Field: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.</p>	<p>This field can be updated with information at the TIME OF THE EXAM</p> <p>Was this student given any basic skills and/or applied skills testing accommodations in English/language arts that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP should be given accommodations.</p>
16	Mathematics Accommodations	1	<p>Allowable Codes Are:</p> <p>Y = Yes N = No Blank or Space = No</p> <p>Required Field: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.</p>	<p>This field can be updated with information at the TIME OF THE EXAM</p> <p>Was this student given any basic skills and/or applied skills testing accommodations in mathematics that need to be reported? Only students with an IEP, Section 504 plan, or those identified, as LEP should be given accommodations.</p>

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
17	Science Accommodations	1	<p>Allowable Codes Are:</p> <p>Y = Yes N = No Blank or Space = No</p> <p>Required Field: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.</p>	<p>This field can be updated with information at the TIME OF THE EXAM</p> <p>Was this student given any basic skills and/or applied skills testing accommodations in science that need to be reported? Only students with an IEP, Section 504 plan, or those identified, as LEP should be given accommodations.</p>
18	Socio-economic Status (SES)	1	<p>Is the student approved for free or reduced-price meals?</p> <p>Allowable Codes Are:</p> <p>Y = Free or Reduced Lunch N = No Free or Reduced Lunch</p> <p>Required Field: YES</p>	<p>This field can be updated with information at the TIME OF THE EXAM</p>

Example Data File Formats

A data file in the comma-delimited format is the only acceptable format for this collection.